

Internship Summaries Semester 1

Lamar University Internship Portfolio

District-Supervised Internship Summary Report and Validation				
<p>Directions: This Campus-Supervised Internship Summary Report is for your use as a planning worksheet. As you plan out the district-supervised Internship hours, do the following:</p> <ul style="list-style-type: none"> • Include at least one district-supervised activity under each competency. • Make sure your district-supervised activities total a <u>minimum of 115 hours per semester</u> (230 total) as specified in the following domains: <ul style="list-style-type: none"> – Domain I School Community Leadership: minimum of 36 hours per semester – Domain II Instructional Leadership: minimum of 52 hours per semester – Domain III Administrative Leadership: minimum of 27 hours per semester 				
		Brief Description of the Activity	Date of the Activity	Internship Hours
Domain I: School Community Leadership	Competency 001	Attend school board meeting.	12/13/10	1
		Interview retired educator about school history.	10/15/10	1
	Competency 002	Participate on PBMAS Core Analysis Team.	10/1/10-12/1/10	15
		Consensus Building: Curriculum Committee & bell schedule.	10/29/10-11/19/10	8
		Meeting with District Admin. Observe leader's behavior-goals, information, etc.	10/14/10 & 11/18/10	3
		Review ways data & assessment are used by board, supt., faculty & staff.	11/14/10	1
		Analyze school's vision/mission.	12/15/10	1
	Competency 003	Conduct faculty meetings.	10/6/10, 11/6/10	2
		Interview District Public Relations Coordinator.	11/18/10	2
		Review library for diverse texts.	12/15/10	2
	Required Hours for Domain I: minimum of 36 hours per semester	Internship Hours for Domain I	36	

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Domain II: Instructional Leadership	Competency 004	Analyze Superintendent's Job Desc.	10/15/10	1
	Competency 005	Conduct teacher appraisals	12/6/10, 12/8/10, 12/9/10, 1/4/11	10
		Response to Intervention Training	10/26/10, 12/7/10	16
		Curriculum Planning (Math Dept.)	11/29/10	2
		Participated in TX Assessment conference with Secondary Curriculum Director	11/30/10- 12/3/10	20
	Competency 006	Review board policy on Technology & meet with district technology director.	12/16/10	3
		Review campus discipline numbers.	12/12/10	2
		Analyze district test results.	12/10/10	2
	Competency 007	Participate in an interview for a professional position.	12/15/10	3
	Required Hours for Domain II: minimum of 52 hours per semester		Internship Hours Earned for Domain II	59

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Domain III: Administrative Leadership	Competency 008	Review use of Administrative Technology.	12/16/10	1
		Meet with school attendance officer.	12/15/10	1
		Review campus and department budgets.	12/14/10	2
	Competency 009			
		Meet with district maintenance director to review possible changes to stadium.	10/22/10	2
		Meet with a district leader involved in implementing change (comp. 10)	11/14/10	2
		Work with professional org. TASA on creating New Vision Document (comp. 10)	10/7/10, 10/27/10, 11/29/10, 12/14/10	20
		Required Hours for Domain III: minimum of 27 hours per semester	Internship Hours Earned for Domain III	28
			Total campus-supervised hours	123

Intern's Signature: Kristy Brown Date: 6-14-11
 Site Supervisor's Signature: Pauline Hargrave Date: 6-14-11

This document must be mailed, faxed, or hand delivered.

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